XYZ OFFICE FISCAL YEAR 1949

A-B-C AGENCY
OFFICE OF K-Y-Z
BUDGSTARY ESTIMATES FOR FISCAL YEAR ENDING 30 JUNE 1949

Estimates for the Office of X-Y-Z have been determined only after careful consideration of the presently known needs.

AUTHORIZATION: The Office of X-Y-Z was established through General Order No. 5 dated 11

August 1946 pursuant to General Order No. 3 of the Director of ABC Agency dated 13 July 1946.

FUNCTIONS AND ACTIVITIES: The Office was created for the purpose of aiding the Director in formulating programs and policies relating to the direction of traffic, and in determining the effectiveness with which such programs and policies are being carried out. The Office is charged with the responsibility of administering Guleral Orders 1 and 18 calling for greater utilization of equipment in the handling of merchandise and carload traffic. It assembles and coordinates all factual data relating to traffic and recommends application of these facts as they may involve other government agencies, the Armed Forces, the Association of American Railroads, and the carriers themselves; and directs the movement of traffic whenever necessary to prevent congestion, or delay or to speed up handling.

COORDINATION: It is necessary to cooperate with various agencies of the government, namely:
Army, Navy. Marine Corps, etc., in order to know the potentialities of their respective activities as related to transportation so that their combined aggregate of rail and ship traffic may be regulated in movement and at the ports of exit and entry. In addition to specific problems mutually handled and disposed of, these other agencies keep the X-Y-Z Office currently informed of daily transport conditions as developed from channel reports received from the railroads, traffic estimates based upon present and prospective domestic and military requirements, warehousing and storage problems, waterway movements, motor carrier activities, local transport problems involving use of rail facilities and other matters mutually related and of common concern.

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EXHIBIT I (Organizational Chart)

ABC AGENCY

X - Y - Z OFFICE

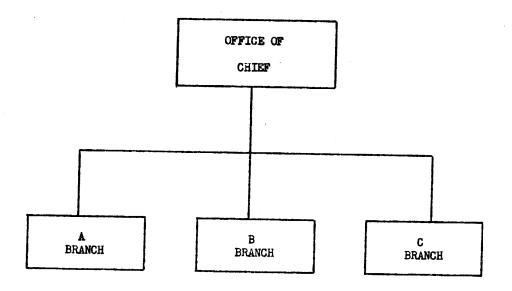


EXHIBIT II (Functional Chart)

ABC AGENCY

X - Y - Z OFFICE

OFFICE OF CHIEF

Provides executive and administrative decisions for Office.

Coordinates all government traffic policies.

A BRANCH

Receives, classifies, analyzes, and summarizes daily telegraph information on traffic movement.

Provides means of measuring traffic density.

Processes daily reports each 24 hours.

B BRANCH

Compiles complete information on flow of traffic through various ports.

Supervises handling of block and unit permit system.

Controls export and import traffic.

C BRANCH

Administers, supervises, and enforces General Order No. 1 and General Order No. 18.

Maintains complete records and reports as to functioning of above orders.

Issues permits.

Office of the Chief

Personal Services

The X-Y-Z Office is under the direction of a chief, assisted by an assistant chief and special assistant, with necessary clerical and stenographic staff for the overall supervision and the establishment of policies and related activities of the entire branch.

It is expected that one WAE employee will be needed in a consultant capacity for approximately one month.

A Branch:

telegraphic data is processed, analyzed, and disseminated each twenty-four hours. This branch is primarily a fact-finding segment of the office and as such this is an integral part of its work.

Personal Services: This branch is under the direction of a chief, with a secretary, CAF-5. The liaison officer, a Major, serves as contact man with the War and Navy Departments, to receive and dispense information on the military and naval transportation facilities available. An Analysis Section, consisting of five employees, classifies, analyzes, and summarizes daily reports for compiling statistics for reports going to the various government departments.

It is necessary to have one file clerk for the branch. There is requested one CAF-3 part-time employee to work during the summer months since travel reaches an all time high during the vacation period, and it is highly important that the reports of this branch go out every twenty-four hours.

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